



WolfCopy

DirectBill - PaperCut

- Copying
- Direct Printing
- Scanning
- Faxing

WolfCopy 515.2197



Login

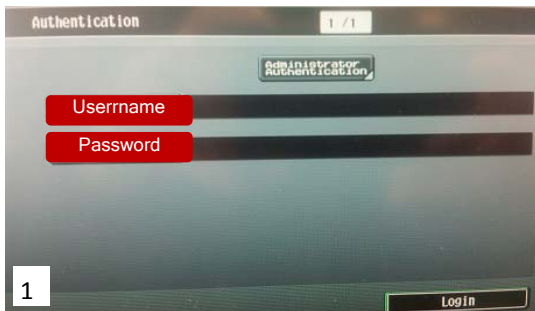
Note: Login is required with all functions except direct printing.

Card Swipe Login

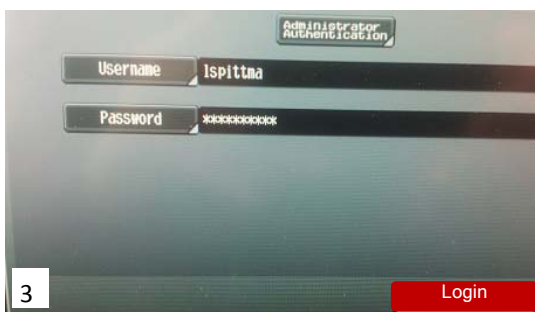


- Slide the NCSU ID card in any direction, passing the widest stripe thru the reader
- Continue with copy, print release, scan, USB flash drive or fax
- Copier allows 1 minute to begin a function, before resetting

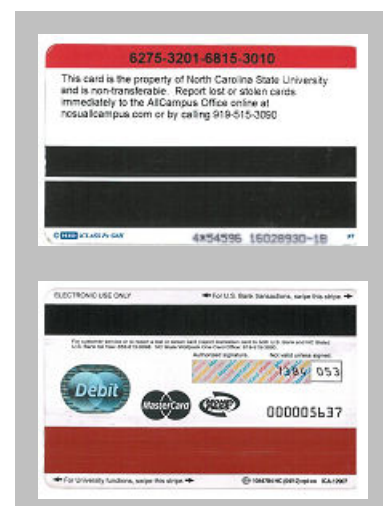
Manual Login



- Select: Username and using the display, type your Unity ID
- Select: OK
- Select: Password and using the display, type your password
- Select: OK



- Select: Login
- Continue with copy, print release, scan, USB flash drive or fax
- Direct print documents will print directly to the copier and login is not required



NCSU ID Cards

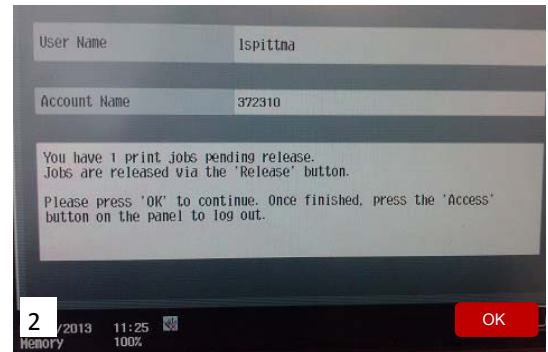


Copying

Copying



- Select: Account List
- Select: Account Number
- Select: OK, OK



- Select: OK



- Copy ready screen



- Select: Start
- Select: Access Button, Access Button
- Log Off

Direct Printing

Direct Printing

From Desktop select file to print and select print.

Direct Printing: From printer list, select: Build abv.room number-multi1 on wolfcopy.oit.ncsu.edu (Prints to MFD)

Mac Computers: From printer list, select: Wolfcopy.oit.ncsu.edu\\Build abv.room number-multi

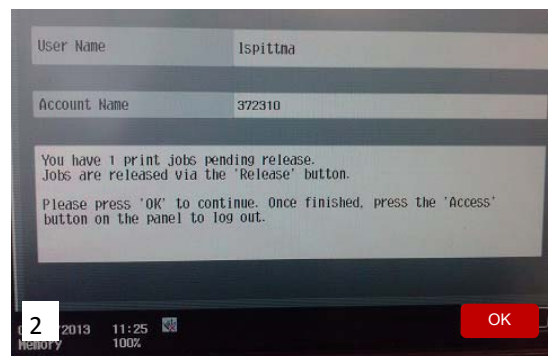
- **Select:** The Direct Print driver, from the printer list, as noted above.
- Retrieve your print job from the copier.

Scanning

Scanning



- Select: Account List
- Select: Account Number
- Select: OK, OK



- Select: OK

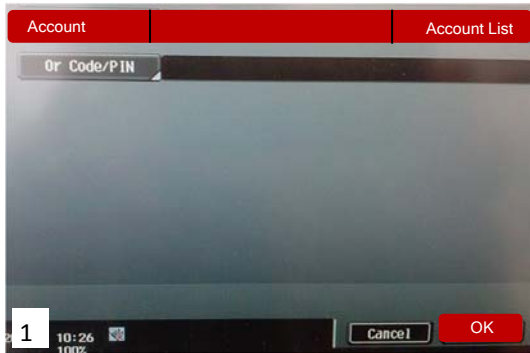


- Select: Fax/Scan Button
- Select: Name/Recipient
- Select: Start
- Select: Access Button, Access Button
- Log Off

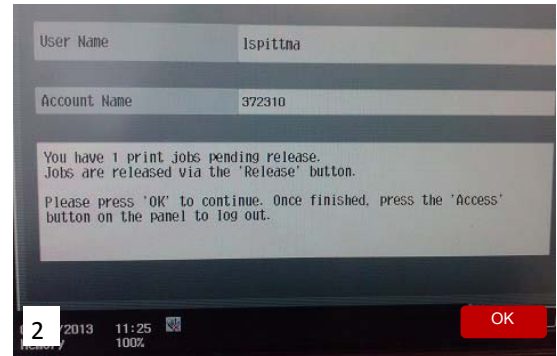


Faxing

Faxing



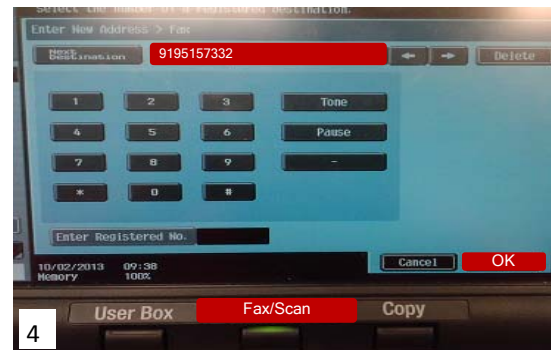
- Select: Account List
- Select: Account Number
- Select: OK, OK



- Select: OK



- Select: Fax/Scan Button
- Using Keypad enter fax number



- Select: OK
- Select: Start Button
- Select: Access Button, Access Button
- Log off

Setting up Emails and Faxing

1. Utility \ Counter
2. One-touch\ User Box Registration
3. Create one-touch Destination
4. Address Book (Public)
5. Select the Option (E-mail, Fax Etc.)
6. Hit New
7. Select Name
8. Select Email or Fax number (For the option selected in Number 5)
9. Scroll to Page 2
10. Select Index
11. Highlight Favorite if want the setting on main screen
12. Hit OK
13. Close out

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